

Town Of Millbury
Meeting Minutes
Board of Trustees Millbury Public Library

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18 MAR -1 PM 1:34
MILLBURY, MASS.

Date: 1/16/18

Time: 6pm

Location of the Meeting: Millbury Public Library Meeting Room

Meeting Type: Regular X Special Emergency

Present: Jeff Raymond, Christine Brady, Stephanie Phillips Richter, Bob Laut, Rita Sullivan

Absent: Carol Burke

Call to Order: Paul DiCicco called the meeting to order at 6:10pm.

Minutes: Bob Laut moved to accept November minutes as written, Stephanie Phillips seconded, unanimously accepted.

Christine Brady moved to accept December minutes as written. Bob Laut seconded. Unanimously accepted.

Chairman's Minute: Deferred.

Director's Report: Ann Dallair filled us in on programming. 103 childrens programs, 13 young adult programs, and 85 storytimes. Total attendance was 3470. Ann is also working on a number of events, including a live action escape program, a dental program/storytime, a Paw Patrol party, and more.

Ann is also celebrating one year with the library in February, and will earn her MLS in May.

Bob Laut gave kudos to Ann for her work on this. The Long Range Plan was looking for "at least 20 children's programs" by 2021, and Ann is increasing that exponentially.

Liz Valero has been doing some webinars for various versions of community support, especially adolescents. She will also be attending PLA Philadelphia.

She also attended a T-Mobile meeting regarding use of library hotspots from the wireless vendor. They give the first two months free, and it will cost \$30 a month in some form moving forward. Jeff Raymond asked whether it was \$30/month per device, or \$30 flat for the data. Liz Valero will find out and get back to us.

Paul DiCicco also asked about the cost for the phone in the elevator. It costs \$40 a month, is mandatory, and we will be looking into those options to lower the cost.

Bob Laut asked if anyone has been taking out the telescope that was donated. It hasn't circulated as often as the library would like, but they may run another program.

Old Business: Liz Valero gave Paul DiCicco some updates on the C/W Mars agreement regarding costs. Liz Valero went down the different line items and how C/W Mars comes to the totals and averages.

Liz Valero spoke with MPC regarding the HVAC. The Finance Committee is going to help the library if the HVAC costs put us slightly over budget. The Finance Committee wants to stay informed about future large capital costs, as they're very receptive to working with us on certain issues. Bob Laut noted that we should look into the warrant process for the roof and gutters for next year. Jeff Raymond wanted to ensure the Finance Committee knew about the need for minimum funding for accreditation.

Carol Burke is not available to discuss the endowment through the Greater Worcester Community Foundation. Bob Laut received a statement from 2016, the endowment is close to \$150,000. Jeff Raymond proposed that the Board put in place a policy to control how the money is accessed and distributed. Jeff Raymond moved that the Board not touch the endowment fund until a board-specific policy is in place for the procurement and distribution of those funds. Bob Laut seconded, and the board voted unanimously to adopt the motion.

Paul DiCicco talked about wanting to do more to publicize the library, thinking about a quarterly report. Rita Sullivan was concerned about the numbers being misconstrued a bit. We will look into how to report these things in the future.

Paul DiCicco reiterated the need to figure out the landscaping for this year if the Sheriff's Department cannot help us.

New Business: Liz Valero brought up the Executive Session rules again. We have no new movement, Jeff Raymond will check with Town Hall.


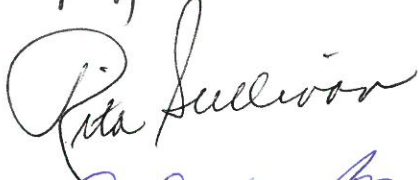

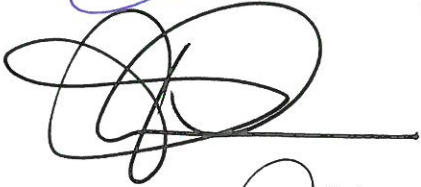

Bob Laut provided a proposed performance review system, attached to minutes. He explained the different sections and how people should approach them. Liz Valero liked the feedback form and felt it was fair. Stephanie Phillips Richter asked if Liz Valero was willing to do a self-evaluation as well. Rita Sullivan asked how we calculate the final portion, and Bob Laut is unsure - we will check with the Town Hall to find out the exact process.

Jeff Raymond is working with a group in Boston to try and solve the wi-fi issue.

Jeff Raymond also moved that he be allowed to craft a press release regarding the end of fines. The fines will be ended immediately, and Jeff will get a press release promoting the issues raised when the fines were voted to be removed. Bob Laut seconded. The discussion centered around ensuring the positive aspects are highlighted over the financial, and the board concurred. The motion was approved unanimously.

Jeff Raymond also put forward the idea of a "Millbury Big Block of Cheese Day" for 19 May, where every elected and appointed official in Millbury can come to the library and be available to townspeople for meeting, greeting, and discussion. The Board agreed, and this will be scheduled. Jeff Raymond will craft an invitation to the event and present to the board next meeting.

Adjournment: Stephanie Phillips Richter moved to adjourn, Christine Brady seconded. Adjourned at 7:50pm.

 Carl E. Barke
 Rita Sullivan
 Christine Brady

 Jeff Raymond

DISCUSSION DOCUMENT

Library Director - Performance Evaluation

Name

Time Frame



Performance Categories

1. Staff Relationships and Management

5 Excellent 4 Above Avg 3 Good 2 Marginal 1 Poor

Comments

Blank comment box for Staff Relationships and Management.

2. Board Relationship

5 Excellent 4 Above Avg 3 Good 2 Marginal 1 Poor

Comments

Blank comment box for Board Relationship.

3. Achievement of 5 Year Strategic Plan Objectives

5 Excellent 4 Above Avg 3 Good 2 Marginal 1 Poor

Comments

Blank comment box for Achievement of 5 Year Strategic Plan Objectives.

4. Financial responsibility and oversight

5 Excellent 4 Above Avg 3 Good 2 Marginal 1 Poor

Comments

Blank comment box for Financial responsibility and oversight.

5. Quality of Library Services and Community relationships

5 Excellent 4 Above Avg 3 Good 2 Marginal 1 Poor

Comments

Blank comment box for Quality of Library Services and Community relationships.

6. Facilities Management

5 Excellent 4 Above Avg 3 Good 2 Marginal 1 Poor

Comment

Blank comment box for Facilities Management.

DISCUSSION DOCUMENT (2nd revision)

Library Director - Performance Evaluation

Name

Time Frame



Performance Categories

1. Staff Relationships and Management

Comments

5
Excellent Above Avg Good Need Imp Poor



4. Financial responsibility and oversight

Comments

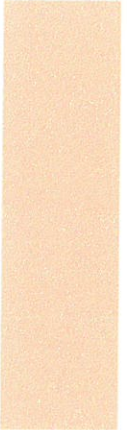
5
Excellent Above Avg Good Need Imp Poor



2. Board Relationship

Comments

5
Excellent Above Avg Good Need Imp Poor



5. Quality of Library Services and Community relationships

Comments

5
Excellent Above Avg Good Need Imp Poor



3. Achievement of 5 Year Strategic Plan Objectives

Comments

5
Excellent Above Avg Good Need Imp Poor



6. Facilities Management

Comment

5
Excellent Above Avg Good Need Imp Poor



Library Director - Performance Evaluation

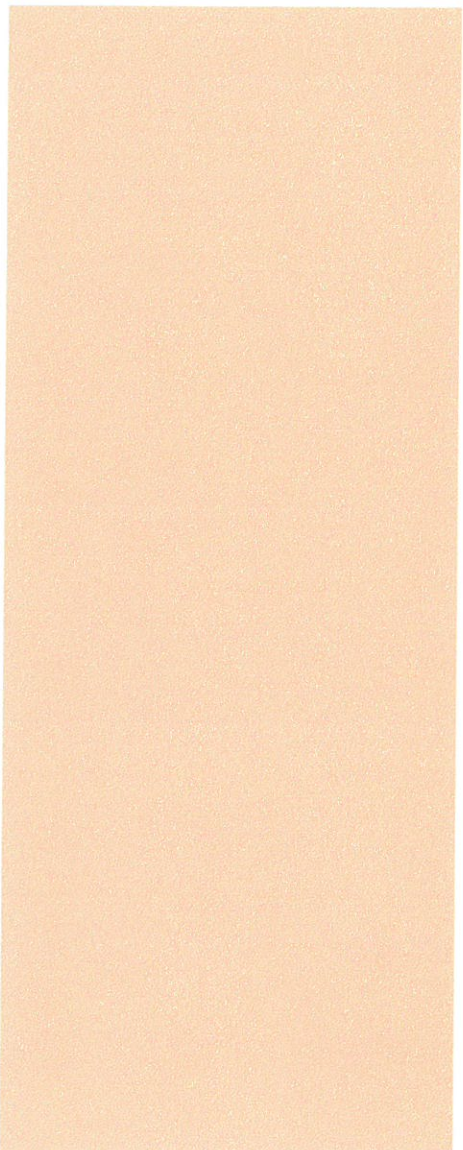
Name

Time Frame



5
Excellent 4
Above Avg 3
Good 2
Need Imp 1
Poor

Additional Comments



Millbury Library Long Range Plan

2017 Year End Update

Board of Trustees Scorecard

Green completed

Purple in Progress

Red not done

Black not due yet

Lifelong Learning Objectives

Objective	2017 Progress	2018 Progress	2019 Progress	2020 Progress	2021 Progress
Monthly Exhibits and Demonstrations	Have increased exhibits	Due Date			
Staff attends two seminars or classes on lifelong learning				Due Date	
Minimum of 20 in house programs for children	103 children's programs delivered				Due Date
Outreach programs will increase by 25%	Ann working with schools, Liz with Senior Center				Due Date
75% of patrons will find resources useful for lifelong learning		Due Date			
15 displays on selected topics will be created annually	Beginning process on creating book displays		Due Date		
Four lifelong learning booklists will be produced annually			Due Date		
Training classes for patrons on database usage	Due Date- make available when asked				
All Current patrons will have CW MARS cards	Majority have card, targeting children when they turn 5				Due Date

General Information Objectives

Objective	2017 Progress	2018 Progress	2019 Progress	2020Progress	2021 Progress
Monthly classes on search skills/electronic databases		Due Date			
Access and availability of local, regional, state resources	We have town and state info available	Due Date			
Staff attends a minimum of 3 Professional Development seminars, etc				Due Date	
Staff attends two seminars or classes on lifelong learning. Also included in Lifelong Learning Objectives				Due Date	
75% of Patrons seeking info will be satisfied	Result of 2016 customer survey shows Satisfaction more than 90%		Due Date		
In person/phone service available 90% of library hours	Completed		Due Date		
Updated wireless access will allow patrons to use their own devices in library	Effort on going to get two Hot Spots at aid access	Due Date			
12 laptops available to patrons		Due Date			
12 laptops/devices available for loan	Due Date- working on getting 4 laptops for upstairs				

Formal Learning Support Objectives

Objective	2017 Progress	2018 Progress	2019 Progress	2020 Progress	2021 Progress
Library will serve as resource center	We strive to be, leveraging capability to look up what we don't have. We go to open houses for best practices		Due Date		
75% of Surveyed Millbury students (3-12) and parents will be satisfied with services				Due Date	
25% increase in resources in target curriculum areas for 3-12 students			Due Date		
Millbury Public Library and School will establish a formalized resources sharing system	In progress		Due Date		
Reciprocal outreach between Public Library and Public Schools at Open Houses/Faculty meetings	In progress	Due Date			
3 meetings per year between library staff and school media specialists			Due Date		
Children's librarian coordinates outreach to public schools	Ann working on this effort	Due Date			

Current Topics and Titles Objectives

Objective	2017 Progress	2018 Progress	2019 Progress	2020 Progress	2021 Progress
10% annual increase in new items in popular formats		Due Date			
6 special programs or events annually	Making progress (i.e. Skenazy, Reinstein talks)	Due Date			
6 Special displays annually	In progress		Due Date		
Collection will be maintained at 10K-15K level	Due Date- working on data				
75% of patrons surveyed will be satisfied with collection				Due Date	
Improve cutting edge of popular format offerings				Due Date	
Ratio of reserves to copies will be reduced to 5 to 1 ratio	Will be achieved in 2018		Due Date		
Interlibrary Loan rate will be equal to or better than like size libraries	Number of items being reserved is increasing	Due Date			
75% of Patrons surveyed will be satisfied with timeliness of receiving materials	Satisfaction looks to be on target			Due Date	
Loan period for reserved books will be 7 days	In progress	Due Date			

Community Outreach Objectives

Objective	2017 Progress	2018 Progress	2019 Progress	2020 Progress	2021 Progress
Appoint staff/volunteer to coordinate community activities throughout year				Due Date	
Update guideline/policies around outreach programs		Due Date			
Establish teen/young adult focus groups to identify programs they want	Ann has active teen and tween groups established	Due Date			
Schedule 6% non profit org meetings in Library space		Due Date			
Schedule 10% paid for business mtgs in Library space		Due Date			
Outreach program to social and non profit orgs to offer Library facilitation		Due Date			
Develop and maintain community calendar/Facebook presence	Due Date- completed				
Provide venue for special events	Due Date- hosted essential oil presentation				
Establish age appropriate committees to share technology they use to communicate with	Due Date- Teen and tween groups established				